



STUDENT OVERVIEW

Welcome!

We would like to welcome you to *The HHS Learning Portal*—<http://learning.hhs.gov>.

The purpose of this quick reference guide is to lead you through an overview of the features you will use as a student in the learning portal. The HHS Learning Portal provides you access to an entire library of web-based content. Additional capabilities are being implemented that will soon allow you to access nearly all of your training needs right here at the HHS Learning Portal.

Introduction

This guide will provide you with an overview on how to perform the following tasks:

- Identifying your Employee ID
- Logging In
- Navigating the main menus
- Taking free online training
- Viewing your transcript
- Accessing Help

Identifying Your Employee ID

Much of the HHS Learning Portal is open for you to browse without logging in; however, to register for training and to view your transcript, you must log in to the site with a valid login ID and password. Your login ID is equivalent to your Employee ID.



Information about accessing the HHS Learning Portal for the first time is available by clicking the 'Logging in for the First Time' link on the HHS U home page. To identify your Employee ID, click the Employee ID Search link on the HHS U home page.

Enter your first name, last name, operating division, and the last four digits of your SSN. All four fields are required. If your last name contains a suffix (Jr, II, etc.), enter a space and the suffix after your last name in the Lastname field. Once you have completed the form, click the *Get Employee Number* button to see a list of matching entries. Please verify the information associated with the Employee ID you plan to use to confirm that it is your employee ID. Make a note of your Employee ID for future reference, and close the window.

Logging In

The HHS U web site provides you with some general information related to the new HHS Learning Portal. From the HHS U site (<http://learning.hhs.gov>), click on the "Learning Portal—Enter here" link in the top-right portion of the screen to access the HHS Learning Portal. You can browse several of the pages without logging in by clicking the menu options in the menu bar. Click either of the 'Log On' links to log in.



A pop-up window will display asking for your username and password. Your user name is your Employee ID (see section on this page to identify your Employee ID). The first time you log in, enter the default password 'dhhs'. Click the *Log On*

button to continue. You will be prompted with another dialog box that requires you to enter your email address and a new password. Please select a password that:

- Is easy to remember
- Is at least 8 characters in length
- Contains at least one lowercase alpha character, one numeric character and one special character

Once logged in, you're now ready to access all the student features of the HHS Learning Portal.

Need Help?

please contact the Learning Portal helpdesk at 888-722-3647 or via email at techs@geolearning.com if you need assistance with the HHS Learning Portal.



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Navigating the Main Menus

The Learning Portal is grouped into five main areas. Each of the main areas are accessible from the heading links on Welcome page or by clicking the desired menu option across the top of the page. The five main areas include:

Course Catalog

Use the course catalog to search for courses and register for those you want to enroll in. Initially, only online content will be available here, but their will soon be classroom events that can be viewed and requested for enrollment. You will be able to then view calendars of instructor-led classes and other events.

My Info

View courses that you are currently registered for. You can also review your transcript, view or modify your user profile, explore resources specific to courses you are registered for and store notes you may want to keep for yourself.

Career Center

This is the future home of your Individual Development Plan. You will also have access to learning plans aside from your IDP that have been assigned to you.

Resources

The Resource Center provides links to valuable online information and an event calendar. There are also tools you can use to view live or recorded webcast meeting and international broadcasts, and to communicate with peers on topics of common interest.

Help

The Help Desk provides information on how to use the HHS Learning Portal. Links to download plug-ins that courses may require, system requirements for the Learning Portal and information on how you can contact someone for assistance.

Taking Online Courses

A large collection of online training content has been purchased for the use of HHS staff. The online training has been purchased by from SkillSoft Corporation. There are two primary types of online training: web-based courses and online books.

Web-Based Courses

The web-based courses are divided into two categories: Business Skills and Information Technology. Some web-based courses that support vendor certifications, such as Microsoft, Cisco, CompTIA, and Project Management, also include access to online mentors.

Please note that your PC must be configured properly to

Taking Online Courses (cont.)

launch the SkillSoft courses described in this document. See the 'Accessing Help' section in this document for more details.

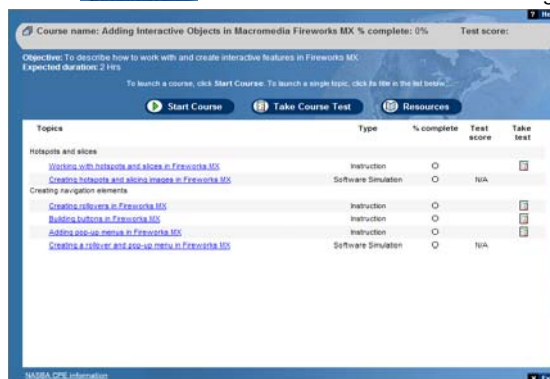
To register for any course, including the online SkillSoft courses described in this section, you will need to take the following actions:

1. Access the HHS Learning Portal and select the Course Catalog menu option .
2. Find the desired course by either using the Search or Browse features.
3. To register for the course, select the course from the course listing.
4. Click the [Register](#) button (note that you must be logged in to the Learning Portal to register for the course. If you do not see the Register button, click the Log On link in the menu bar of the HHS Learning Portal.
5. To see your list of registered courses, and to launch any online course, click on the My Info menu option and then click on the Current Registrations option.

Information Technology (e3) Course

When you launch an IT course, the course map is displayed. This map provides information about the course and lists its topics. To start an individual topic, click its title in the list.

Click [Start Course](#) to start the course from the beginning.



Click the [Previous Topic](#) or [Next Topic](#) buttons to move from topic to topic. If a button is grayed out, you cannot navigate in that direction. If no other topics are available, the buttons are not displayed.

The Forward [Next](#) and Back [Previous](#) buttons move you forward and back a screen within the topic. While in a course topic, you can navigate around in the topic by using the Topic Navigation Bar - [Objective](#) [1](#) [2](#) [3](#) [4](#) . Clicking the Objective link returns you to the start of the current topic. To return to the course map at any stage, click the [Course Map](#) button.

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Taking Online Courses (cont.)

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Business Skills Course

When you launch a Business Skills course, the course menu is displayed.

Click to begin the course

Click to page forward in the course

Click to page backward in the course

Click to move to the next topic

Click to move to the previous topic

Click to access the course menu screen

Click to return to your last place in the course. The Return to Bookmark button replaces the Begin Course button once you launch any top or test.

Online Mentoring

Some courses pertaining to certifications will have an additional feature available to you, the student, called Online Mentoring. Expert Mentors are available online 24 hours a day, seven days a week, 365 days a year to provide support, guidance, and encouragement to learners. To access online learning for a course you've registered for, go to the My Info

section of the HHS Learning Portal, and then go to Current Registrations. If a course has been enabled with Online Mentoring, you will see the mentoring link to the right of the course name. Click the Mentoring link to launch the Mentoring application.

You have two options to communicate with your online mentor:

1. Live online chat
2. Email

Online Books

Books 24x7 offers online access to unabridged content. This content includes a large assortment of online books grouped into two categories: OfficeEssentials and a library specifically selected for federal employees. OfficeEssentials includes more than 160 books and focuses on the most commonly used desktop applications. To access Books 24x7 from the HHS Learning Portal:

1. Log on to the HHS Learning Portal
2. Access the Course Catalog menu, and then the Catalog and Registration submenu option.
3. Click the 'Browse Catalog' link
4. Click the Books 24x7 Category
5. Click the 'Books 24x7 Referenceware' course, and click the Register button to register for the course.
6. Access the My Info menu, and then the Current Registrations menu option
7. Click the course entitled 'Books 24x7 Referenceware'.
8. A new window will launch that will take you to the library of online books.

Note: You only have to register for the Books24x7 course once.

Need Help?

please contact the Learning Portal helpdesk at 888-722-3647 or via email at techs@geolearning.com if you need assistance with the HHS Learning Portal.



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Viewing your Transcript

Your transcript displays the status of all courses and tasks for which you are assigned. To view your transcript:

1. Log on to the HHS Learning Portal
2. Click the My Info menu option.
3. Click the Transcript submenu option
4. Select the format for the transcript report. The transcript is presented in report format so you have four output options: HTML, PDF, Word, and Rich Text Format.



STUDENT TRANSCRIPT



Avery, Will (wavery@golearning.com)					
Student Status: Active					
Course Name	Class Name	Status	Score	Reg Date	Comp Date
Number of times logged in: 23					
Adding Interactive Objects in Macromedia Fireworks	Default Class	Not Attempted	N/A	12/16/2004	N/A
Advanced Design Functionality of Macromedia F	Default Class	Incomplete	N/A	12/16/2004	N/A
Advanced Elements in Dreamweaver 4	Default Class	Not Attempted	N/A	12/16/2004	N/A
Advanced HTML Design Elements	Default Class	Not Attempted	N/A	12/16/2004	N/A
Communications and Diversity Adoption	Default Class	Not Attempted	N/A	12/16/2004	N/A
Project Communications Planning	Default Class	Not Attempted	N/A	12/16/2004	N/A
Project Communications Planning (PMBOK 2000)	Default Class	Not Attempted	N/A	12/16/2004	N/A
Project Time Management	Default Class	Not Attempted	N/A	12/17/2004	N/A

The Transcript displays the Course and Class Name, Status, Score, Registration Date and Completion Date.

Accessing Help

The HHS Learning Portal is new, and we understand that it may take some time for everyone to become familiar with all of the capabilities of the new system. Some student help aids have been developed to make the transition as smooth as possible. Help is available in several formats and delivery methods:

- This Student Quick Reference Guide—This guide is a helpful overview for the first-time user of the new HHS Learning Portal as well as a reminder for users that haven't accessed the Learning Portal for a period of time. This guide will be posted on the HHS U home page as well as in the Online Resources section of the Learning Portal.
- Frequently Asked Questions (FAQs)—online information related to accessing and using the new HHS Learning Portal are located on the HHS U home page at <http://learning.hhs.gov>
- Student tutorial—a recorded tutorial that covers the basic navigation of a student through the HHS Learning Portal is located in the Help section of the HHS Learning Portal
- PlugIn Installation—files needed to run the SkillSoft courses described in this guide are located in the Help section of the HHS Learning Portal.
- Online Help—This online help resource provides users with instructions on how to navigate the HHS Learning Portal, as well as offers information on how to use the various features of the site. The Online Help feature is accessible

on the Help section of the HHS Learning Portal

- Online Resources—Several guides and links are located under the Resources menu of the HHS Learning Portal. Select the Online Resources submenu, and then find the Help section of the resources for more information. **Note:** If you are experiencing any problems launching a SkillSoft online course, please see the 'SkillSoft Online Course Troubleshooting' link in this area for assistance.
- Learning Portal Help Desk—live support 24x7, 365 days a year is just a phone call or email away. If the support documents discussed above do not answer your questions, please don't hesitate to call the HHS Learning Portal help desk at 888-722-3647. There is also an online form in the Help section of the HHS Learning Portal that will allow you to submit an email to the help desk.

This concludes this Student Overview of the HHS Learning Portal.